

## **BILLINGBOROUGH PARISH COUNCIL**

Minutes of the Parish Council Meeting held on  
Monday 4<sup>th</sup> September 2017 at Billingborough Primary School

**Present:** Cllrs C. Woodhead (Chairman), R Free (Vice), M King (Items 5.a, 6.a. & 8.b.ii to 13 only), P. Jepson, C. Jepson & N. Irvine (from Item 5) **In Attendance:** M Free (Clerk); LCC Ldr, Cllr M. Hill (Item 6 only) & 2 BAGS Representatives (Item 7 only)

The Meeting opened at 6.35pm for the Public Forum. There were no members of the public present bar the prospective Co-option candidate, so it was unanimously agreed to commence the Meeting.

1. **Chairman's Opening Remarks.** The Chairman welcomed everyone to the Meeting and gave an explanation of the Co-option process.
2. **Apologies for absence.** Apologies were given from Cllrs Stafford and Pocock. Cllr King was present for Items 5.a, 6.a. and 8.b.ii to 13.
3. **Receive any new Declarations of Interest.** None given.
4. **To approve the Minutes of the July Meetings (3<sup>rd</sup> and 24<sup>th</sup>).** The minutes were unanimously accepted as a true record of the meeting. The Chairman signed the file copies.
5. **Councillor Co-option.** Two vacancies but only 1 application. The applicant and recommendation from the interview panel were considered prior to the vote; the applicant was not present. **It was unanimously resolved to Co-opt Neil Irvine onto the Council. The Acceptance of Office was signed. Clerk to notify SKDC. Vacancy notice to remain.**
  - a. The Cllrs Roles were reviewed and reallocated. **Clerk to distribute updated list and publish on website.**
6. **External Reports: LCC.** Cllr Hill briefed the Members on the Fairer Funding Campaign; details will be circulated via County News. Also briefed were: the overspend issues of the NHS and social care; Highways increased funding, preventative options and reporting tool issues; review of Lights Out campaign; and Grass cutting. The Chairman thanked Cllr Hill for attending. Cllr Hill left.
  - a. The Council discussed Fairer Funding Campaign and the proposed Motion of support. **It was agreed to support the campaign. Clerk to respond on receipt of LCC calling notice. Cllr King abstained from the vote.**
7. **Community Group Reports:**
  - a. **BAGS.** Chairman welcomed the BAGS Cttee Representatives, and introduced the Council to the Secretary and Treasurer. BAGS had joined the National Allotment Society. All plots were taken and there was a waiting list. New rent year starts on 1<sup>st</sup> April. 2 still to pay but were being chased. Hose pipe issue had been resolved. In future, rents would be paid and contracts signed at AGM. Lack of communal area or Noticeboard was hindering the flow of information; a covered Noticeboard was being made by a volunteer as the old VH one was beyond repair. Next Meeting was 7<sup>th</sup> Sept. Clarification was given that BAGS are now responsible for the water bill. No issues to report, everything was moving forward. The Tenancy Agreement may need to be amended now the allotments are established. Clerk informed BAGS of the option of a Police led on-site Equipment Marking session. Chairman reiterated Council support and availability to assist if required, and thanked them for attending. BAGS Cttee Reps left the Meeting.
  - b. **Linkwell.** Cllr Woodhead stated that initial uptake had been slow but more people were now signed up. Folkingham may also join the group. Other funding options were being considered.
8. **Finance Report.**
  - a. **2016/17 Accounts.** The Clerk briefed that there had been no requests to inspect the End of Year Accounts. The External Audit had not yet been completed. The outstanding Caretaker cheques had finally been paid in by the contractor and cleared.
  - b. **2017/18 Accounts to date.** The previously circulated accounts were discussed.
    - i. Cllr C. Jepson had inspected the finance documents and records, and was satisfied with the financial management of the accounts.

- ii. The previously circulated payments and invoices were presented for approval. **It was resolved to retain CPRE Membership and accept a 1-year fixed electricity tariff with Opus Energy. A memorial plaque was approved in principle; wording to be finalised with Chairman. The payments were unanimously approved. Cllrs King and P. Jepson signed the cheques and payments sheet and would authorise the BACS payments.**
9. **Parish Matters.**
- a. **The Big Clean.** The Clerk had submitted an extensive list to SKDC. They were expected in Billingborough at the end of the September. A team had already completed some work but it was hoped they would return to tackle the rest of the areas. **Chairman to contact SKDC.**
  - b. **Traffic Management Update.** Cllrs P & C Jepson briefed the outcome of a meeting with the Lincs Police Traffic Manager. Village concerns were understood but any response or involvement needed to be prioritised with other areas. Billingborough has a low accident record but is on the list of areas for monitoring. Our speed feedback sign data would be shared. Parking issues are dealt with by an enforcement company, not the Police. Cllr Free briefed that the sign charging cable had been damaged and was unsafe. **The Clerk was instructed to purchase a replacement charger. Cllr Free to include contact details for Parking Enforcement in the next News Sheet. Copy of sign data to be sent to TMU.**
  - c. **Recreation Ground:**
    - i. **Play Area surface repairs.** Cllr Free briefed the Council on the damage to the surface and presented the repair options available. **It was unanimously resolved to carry out an emergency repair as soon as possible. Clerk to place the order. Cllrs Free, P. Jepson and Irvine to repair the damage on receipt.**
    - ii. **Litter Bins.** Complaints had been received about litter on the playing field and rubbish remaining in bins. To help alleviate the issue, placing an additional bin near the new Jubilee Bench was proposed and different styles discussed. **It was unanimously resolved to purchase the proposed covered and weighted litter bin. Clerk to place the order. Chairman monitoring the emptying of the bins and discuss with Caretaker. CCTV to be reviewed to identify fly-tippers.**
    - iii. **Pavilion Usage.** Access to the Pavilion was being granted to other Groups by the current users. The current usage Agreements needed to be reviewed. Documents to be reviewed at the next Meeting.
  - d. **Cemetery Maintenance.** An advert for a Cemetery Caretaker had been placed on the Noticeboard and website, with a closing date of 25<sup>th</sup> September. The refurbishment of the entrance gate and fence by the Youth Offenders is almost complete. Appointing an interview panel was discussed. **It was agreed that the Cllrs Woodhead, C. Jepson and Irvine would interview prospective contractors.**
10. **News Sheet.** The Chairman briefed the Council on the News Sheet distribution, the options available and the frequency of publication. **It was unanimously agreed to publish a bi-monthly News Sheet. Cllr Free agreed to continue the production. Printed News Sheets to be delivered to the Vicarage.**
11. **Aveland Site Ownership.** Cllr King confirmed that the Secretary of State had approved the application for non-educational use of the site. The financial agreement with the Crown Estate was ongoing. The current Early Entry agreement, which enabled the setting up of the allotments, expires soon but is expected to be renewed on a rolling 6-month agreement. **Cllr King to liaise with BAGS to update their agreement with the Council.**
- a. **Cricket strip and Astro turf removal.** The ploughed up material was still on the sports field. Specialist equipment was required to remove it and would be treated as haulage landfill. It is Parish Council responsibility to remove. Clerk had obtained one estimate. Two other quotes were required. **It was unanimously agreed to remove the waste. Clerk to liaise with Chairman to finalise the contractor, subject to the agreed maximum per tonne.**
12. **Emergency Plan.** Item deferred until next Meeting.

13. **Planning.** The Planning Committee Meeting to consider S16/1197 and S17/1155 had been deferred. S17/1111 has been granted. The current planning applications were discussed. **It was unanimously resolved to submit the following responses:**
  - a. **S17/1460.** No objections. Although not connected, a previous donation from the family following the death of a relative to be declared. Clerk to submit.
  - b. **S17/1488.** No objections. Clerk to submit.
  - c. **S17/1047.** Grade II listed building. No objections. Clerk to submit.
  - d. **S17/1527.** A number of objections were raised. Clerk to circulate draft response prior to submitting. Cllr King abstained from the decision.
14. **Council Meetings.** The frequency and location of Council Meetings were discussed. **It was unanimously resolved to hold summer Meetings (May; July & September) in the Pavilion, and the remaining Meetings in the School. Next year, Meetings would be held on the second Monday of the month.**
15. **Clerk Report & Correspondence.** The Clerk presented the previously circulated report, which included the receipt of the 2016/17 VAT reclaim payment and the available training courses
16. **Urgent Matters Arising.** None.
  - a. **Items for the next Agenda:**
    - i. Emergency Plan
    - ii. Pavilion Usage Agreement
    - iii. Recreation Ground Litter Bins

The Chairman closed the meeting at 9.25pm.